



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : 223-5-89-2024-7-0-0

PR No.: GF-2023-08-01974

Date: 08-18-2023

Dept./Office: PPO

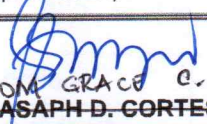
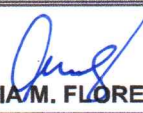
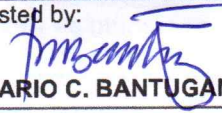
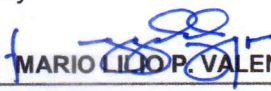
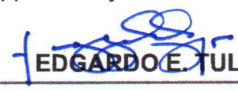
Category: Office Supplies

Section/End-User: Mario C. Bantugan

Project Title/Code: Pysical Plant Office (office supplies for 2024)

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	8	220.00		1,760.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	25	125.00		3,125.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
3	Correction Tape, 8m x 5mm wide	pc	30	40.00		1,200.00
4	Duster, Microfiber (Cotton)	pcs	3	102.00		306.00
5	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
6	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
7	Folder, Ordinary, A4	pcs	200	7.00		1,400.00
Specification: Folder, Ordinary, A4						
8	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
9	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
Specification: bright white, high premium quality						
10	Paper, Bond, Short, S-20, 70 gsm	reams	15	245.00		3,675.00
Specification:						

bright white, high premium quality					
11	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	2	300.00	600.00
Specification: Pen, Sign, 0.4mm, Gel-type, Blue					
12	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	20	80.00	1,600.00
13	Tape, Masking, 2" x 25 yards	rolls	2	95.00	190.00
TOTAL					35,096.00
Purpose: PPO (Office Supplies 2024)					
Checked by:  SHALOM GRACE C. SUGANO JED ASAPH D. CORTES			Funds Available:  ALICIA M. FLORES, <i>for 11-2024</i>		
TWG - Office Supplies			HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by:  MARIO C. BANTUGAN		Noted by:  MARIO LILIO P. VALENZONA <i>mc 8/22/23</i>		Approved by:  EDGARDO E. TULIN
	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU